

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
SPECIAL INVESTIGATOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public - Applicants must have applied for and passed the **Special Investigator (General)** examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Special Investigator

Location: Norwich, CT

Job Posting No: 107329

Hours: Full Time (80 Hours Bi-Weekly)

Salary: AR 21 \$57,997 - \$73,242 (New employees to state service start at the beginning of the range)

Closing Date: March 3, 2014

Examples of Duties: In the Division of Investigations, this position will conduct investigations of abuse and neglect complaints, alleged violations of state laws and regulations or sudden and/or unexplained deaths.

Duties include but are not limited to: interviews witnesses, complainants, medical and hospital personnel and others to obtain information; secures evidence in form of statements, documents, records and exhibits which may be used in administrative hearings and/or court proceedings; researches, collects and evaluates data; compiles information; writes reports and recommends appropriate corrective action; answers public inquiries; may prepare affidavits; may testify at hearings and in court; may conduct surveillance; may secure samples for testing; may conduct legal research; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills; ability to utilize computer software.

General Experience: Five (5) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

Special Requirements:

1. Incumbent must possess and retain a valid Motor Vehicle license.
2. Incumbent will be required to travel.
3. Incumbent must be able and willing to work non-business hours including weekends to conduct investigations as needed.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: Barabara.Paradis@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.